

## NEPOTISM

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	C. People & Culture
<b>Policy Number:</b>	C04
<b>Approval Date:</b>	February 16, 2016
<b>Effective Date:</b>	February 16, 2016
<b>Policy Owner:</b>	Chief People & Culture Officer

<b>Objective:</b>	Olds College is an equal opportunity employer, and will strive to ensure that fair hiring practices are utilized at all times. To ensure that our organization and hiring process is free of any conflict of interest, we have adopted this policy to ensure that nepotism does not occur at Olds College.
<b>Policy:</b>	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> <li>• Legitimately prevent a conflict of interest or the appearance of a conflict of interest that arises through the hiring or employment of friends and relatives; and/or</li> <li>• Legitimately prevent the misuse of authority and influence or the appearance of such misuse.</li> </ul>
<b>Definitions:</b>	<p><b>Nepotism:</b> Favoritism granted to relatives or close friends, usually in the form of hiring practices, and employment activities.</p> <p><b>Conflict of Interest:</b> A conflict of interest exists when an employee is able to gain a special advantage due to being a relative or close friend of another Olds College employee, or conversely, where Olds College is at risk as a result of the fact that two or more employees are relatives or close friends. In the hiring and employment of relatives or close friends, conflict of interest situations include:</p> <ul style="list-style-type: none"> <li>• Any influence exercised directly or indirectly by an Olds College employee in the selection and hiring process in which their friend or relative is a candidate;</li> <li>• Direct or indirect supervisory relationship;</li> <li>• The ability of one family member to influence or exert financial or administrative control over another;</li> <li>• The ability of one family member or close friend to influence human resource matters including, but not limited to, performance reviews,</li> </ul>

preferred work assignments, promotions, reclassifications, disciplinary matters, special leaves, and/or access to additional hours and/or overtime; and/or

- Relatives or close friends that are employed in positions that establish a real or potential security, confidentiality, or financial risk to Olds College.

**Family Member:** For the purposes of this policy, immediate family members shall be defined as: Wife, Husband, Mother, Father, Brother, Sister, Son, Daughter, Nephew, Niece or any In-Laws.

**Close Friend:** For the purpose of this policy, close friend shall be defined as: romantic relationships, significant social relationships and important friendships.

**Direct Reporting Relationship:** A direct reporting relationship occurs when an employee reports directly to a supervisor or manager.

**Indirect Reporting Relationship:** An indirect reporting relationship occurs when an employee reports to a supervisor and the supervisor reports to a manager; thus, the employee indirectly reports to the manager.

**Related Information:**

A25 Code of Conduct  
C01 Recruitment

**Related Procedures:**

C04 Nepotism Procedure

**Review Period:**

3 years

**Revision History:**

New: November 1995  
Revised: December 2008  
Revised: February 2016